Navigation Overview

How Do I Log In to the BF Application?

❶ Select the ***Start*** button from the lower left-hand corner of your computer.

❷ Select ***Programs*** from the Start menu.

❸ Select ***SAP Front End*** from the extended menu.

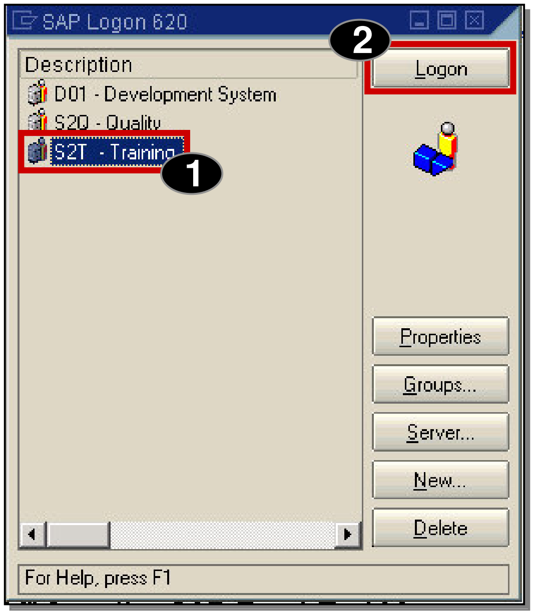
❹ Select ***SEM*** from the extended menu.

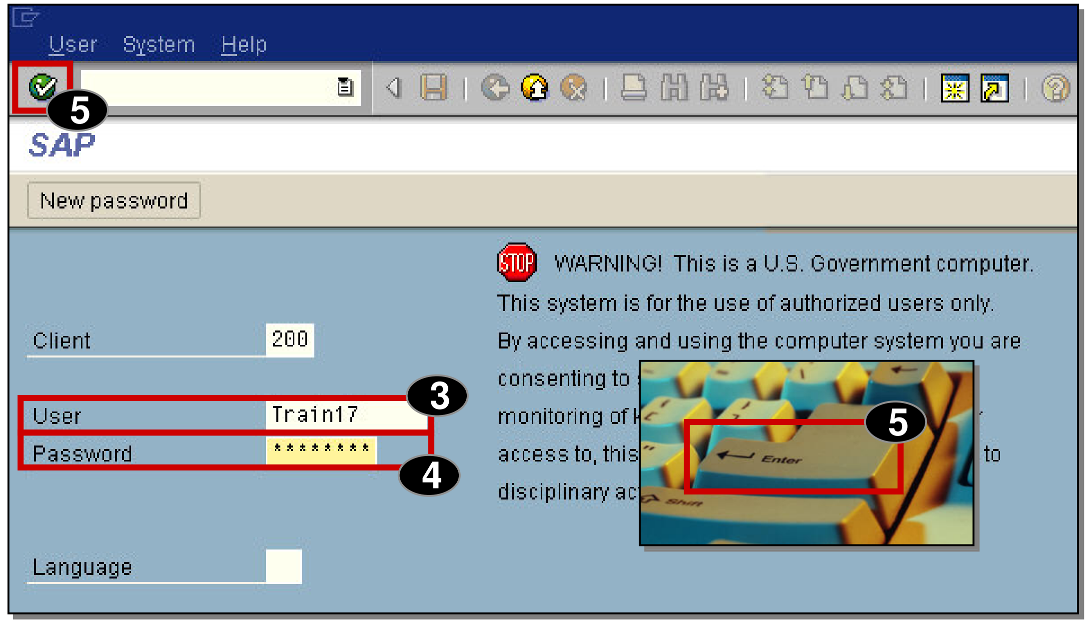
❺ Select ***SAPLogon*** to log on to the BF Application.

Or, if available, you can:

1b Double-click the ***SAPLogon*** icon of your computer's desktop.

How Do I Log In to the BF Application?





❶ Select ***S2T – Training.***

❷ Click the ***Logon*** button to obtain your logon screen.

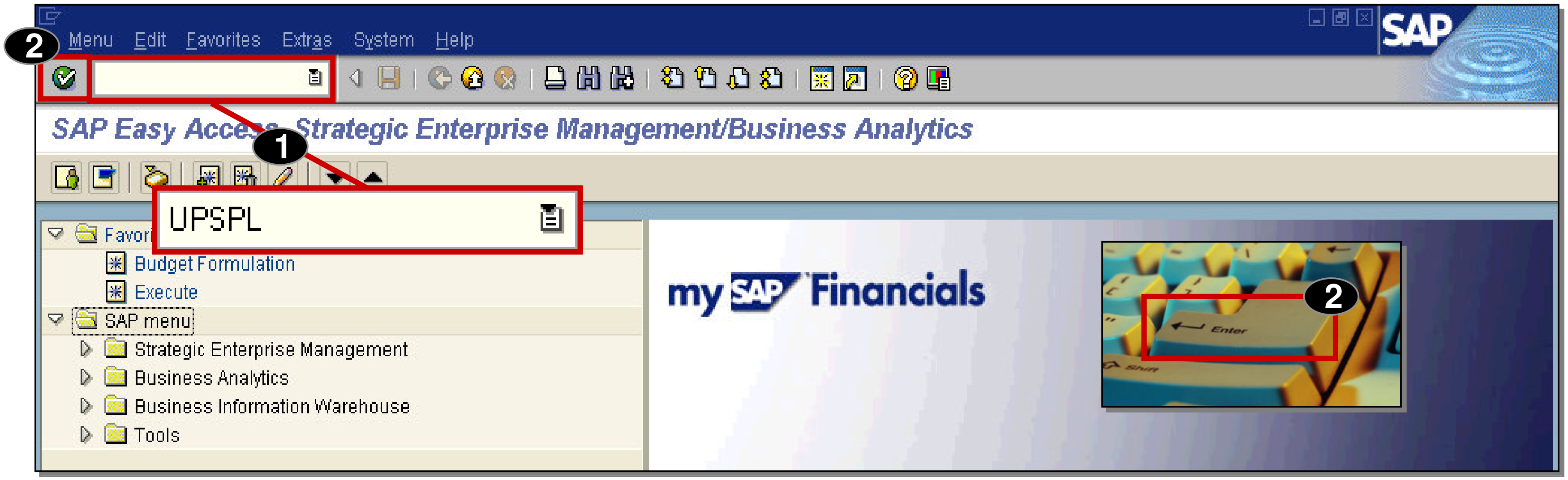
❸ Enter your User name.

❹ Enter your Password.

- The asterisks cannot be erased.
- If your password is less than 8 characters, do not fill in the asterisks.

❺ Click the ***Enter*** button or press the ***Enter key*** on your keyboard.

How do I Get to the Planning Folder Menu Page?



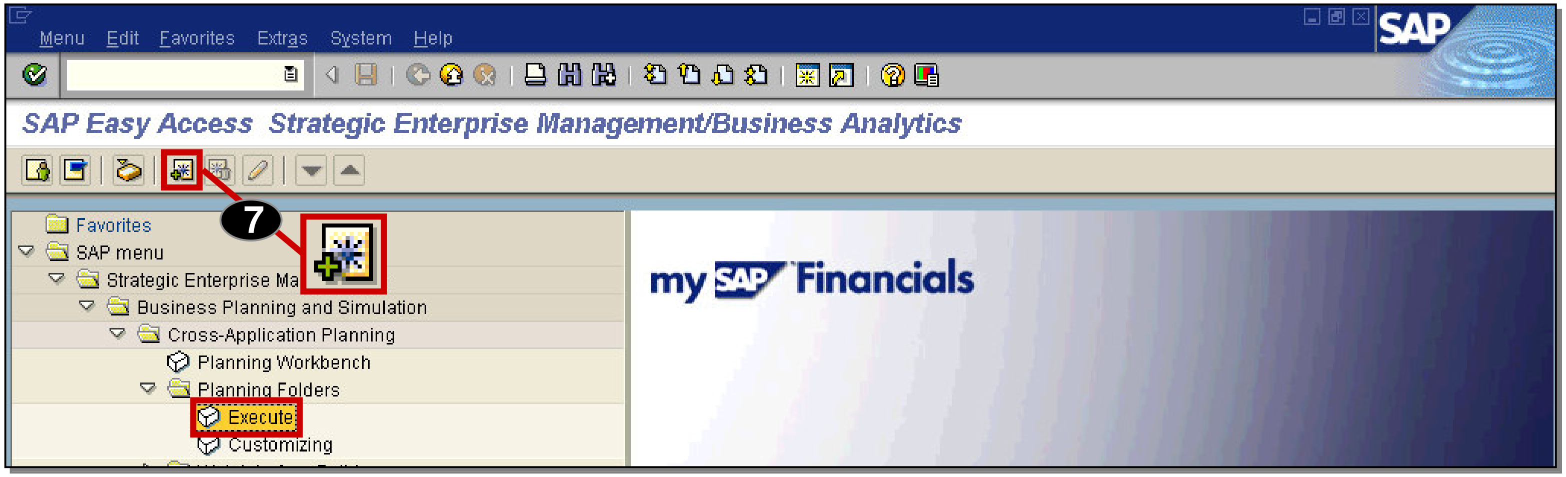
1. Type the ***upspl*** in the blank field under the menu bar to go to a list of planning folders.
2. Click the ***Enter*** button or press the ***Enter key*** on your keyboard.

How Do I Create a Favorite?

1. Click the dropdown arrow for ***SAP Menu.***
2. Click the dropdown arrow for ***Strategic Enterprise Management.***
3. Click the dropdown arrow for ***Business Planning and Simulation.***
4. Click the dropdown arrow for ***Cross–Application Planning.***
5. Click the dropdown arrow for ***Planning Folders.***
6. Select ***Execute***.

(continued)

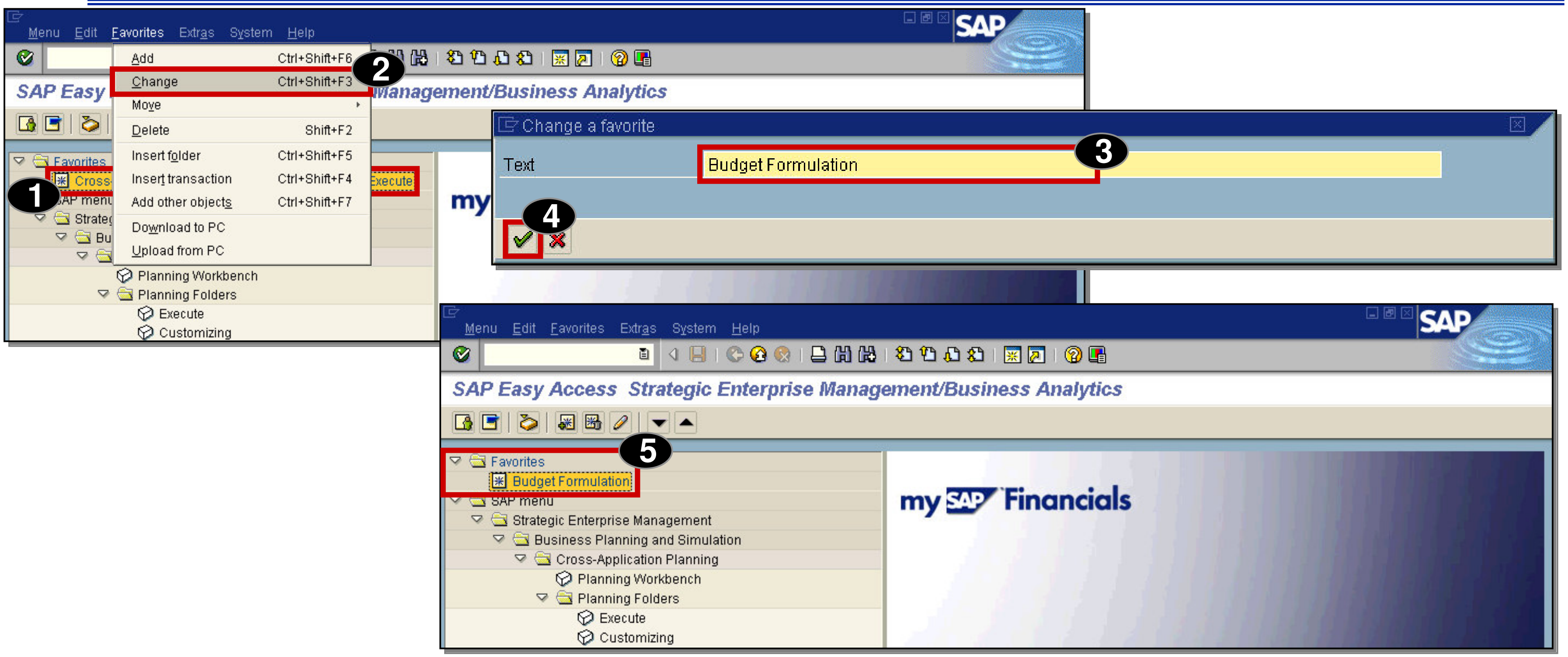
How Do I Create a Favorite?



❼ With ***Execute*** highlighted, click the ***Add Favorites*** button.

NOTE: This will create your Budget Formulation favorite in the Favorites folder. You can use this favorite to link directly to the Planning Folder Menu page.

How Do I Rename a Favorite?



❶ Select the Favorite you want to rename.

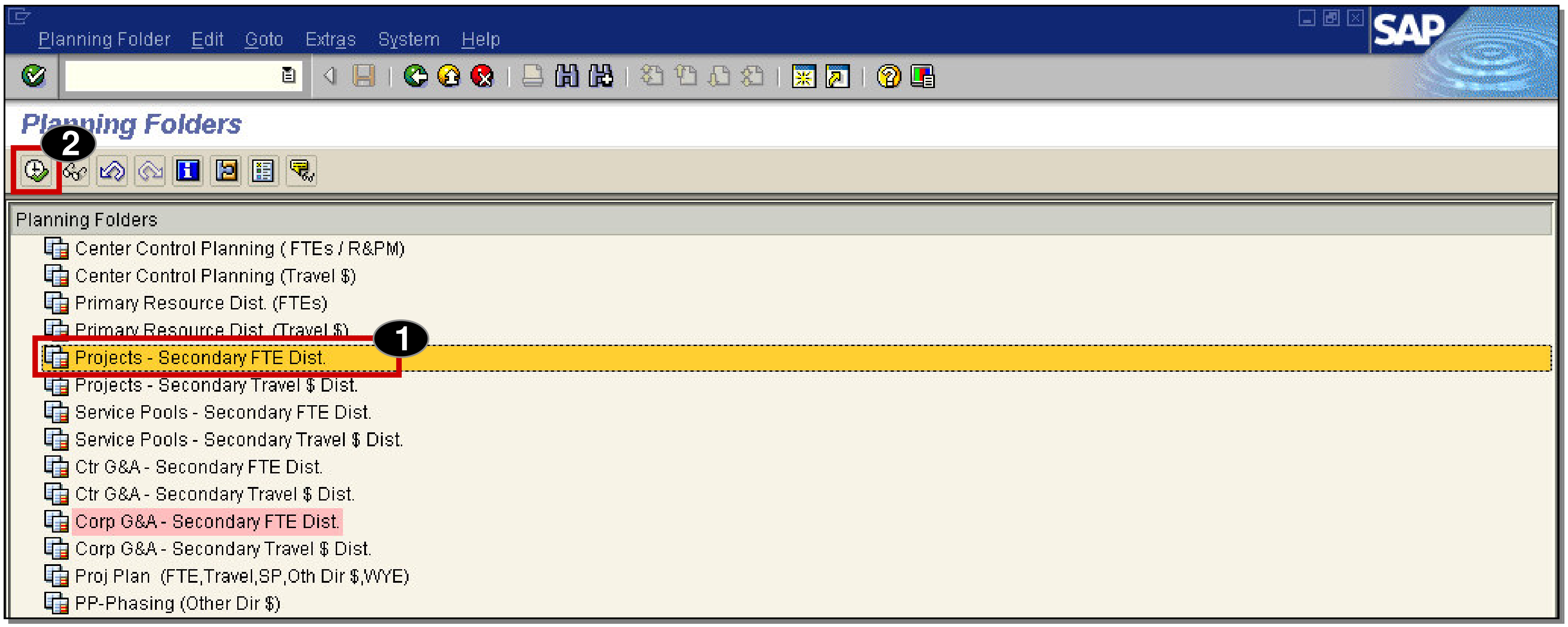
❷ From the Favorite menu, select ***Change***. A message box will appear prompting you to enter the name of your Favorite.

❸ Enter the new name of the Favorite in the ***Text*** field.

❹ Click the ***Green Checkmark*** button.

❺ Your Favorite will be renamed.

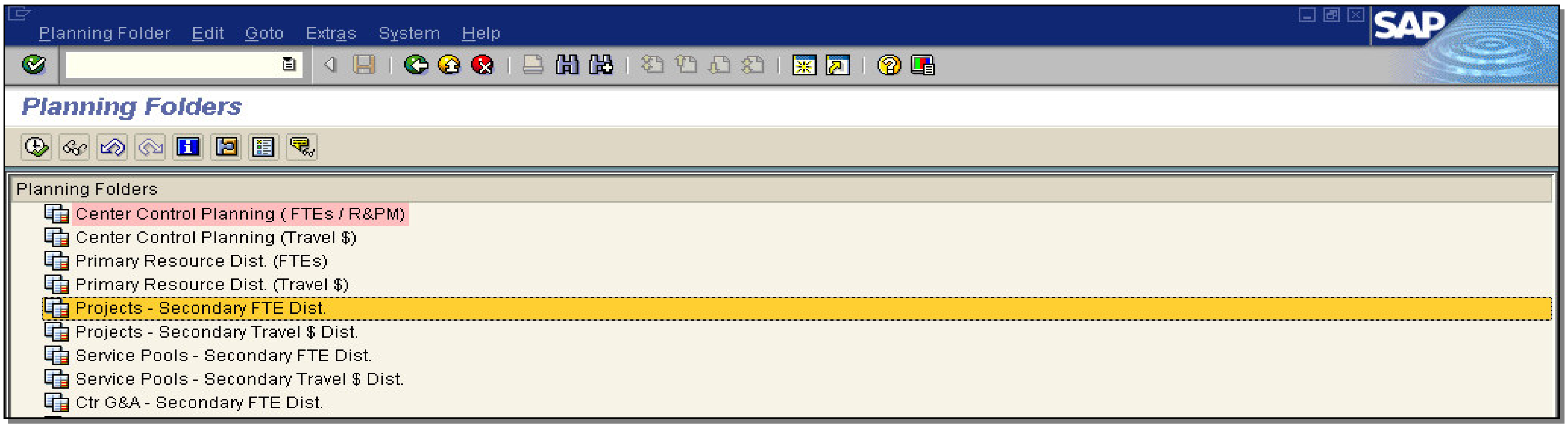
How Do I Access a Planning Folder?



1. From the Planning Folder Menu page, select the folder you would like to enter (the folder will become highlighted in yellow.)
2. Click the ***Execute*** button.

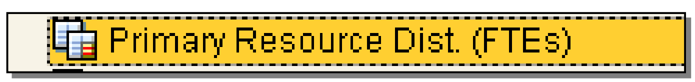
NOTE: Users can also double-click on the desired Planning Folder to enter.

What Do the Planning Folder Colors Mean?

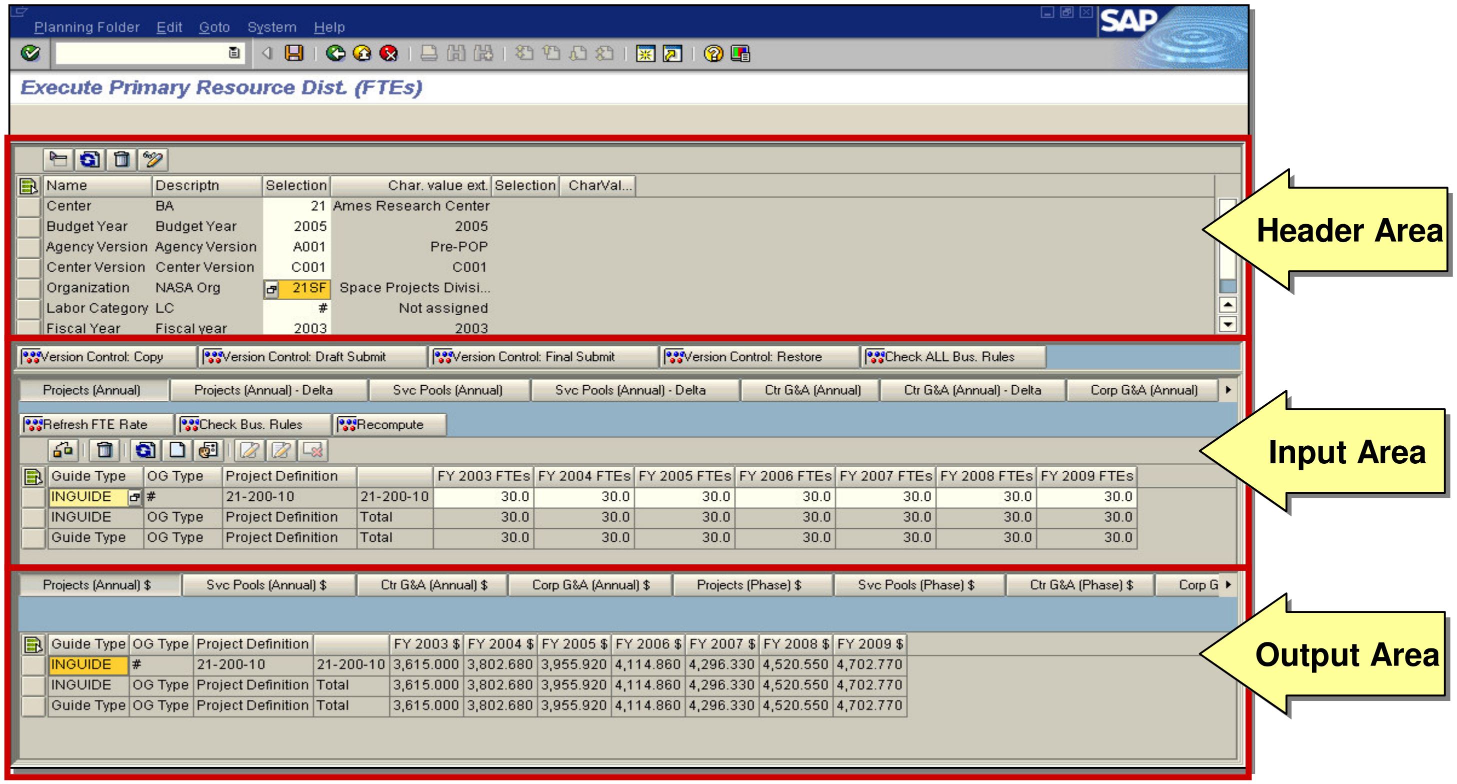


- From the Planning Folder Menu page:
  - A planning folder highlighted in **PINK** indicates the previous folder a user entered.

  - A planning folder highlighted in **YELLOW** indicates the folder the user has selected.

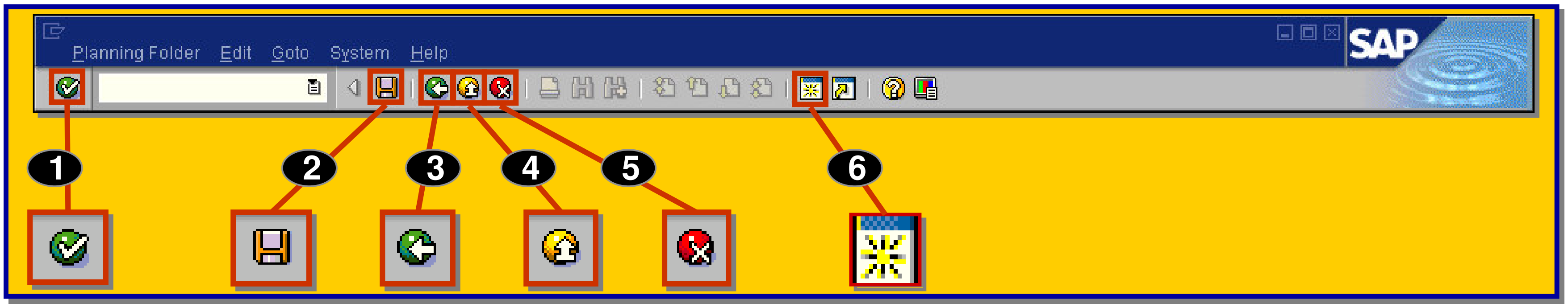


What Are the Primary Sections of a Typical Screen?



- Screens have three primary areas:
  - Header area
  - Input Area
  - Output Area

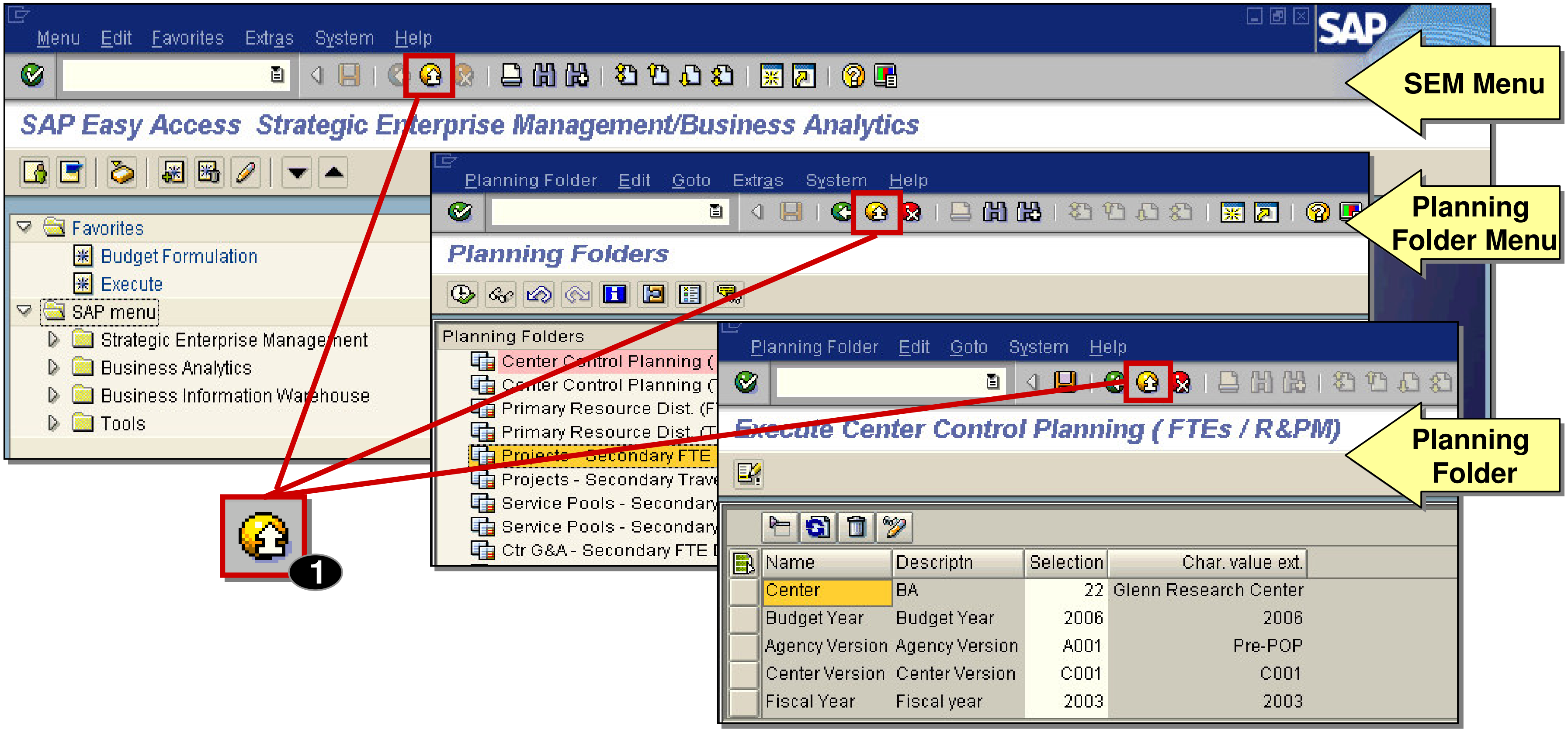
What Are the Menu Buttons?



Menu Buttons

1. **Checked/OK** – Enters your data
2. **Save** – Saves your work
3. **Back** – Takes you back one screen
4. **Exit** – Exits you out of the system
5. **Cancel** – Cancels your data
6. **Create New Session** – Opens another session

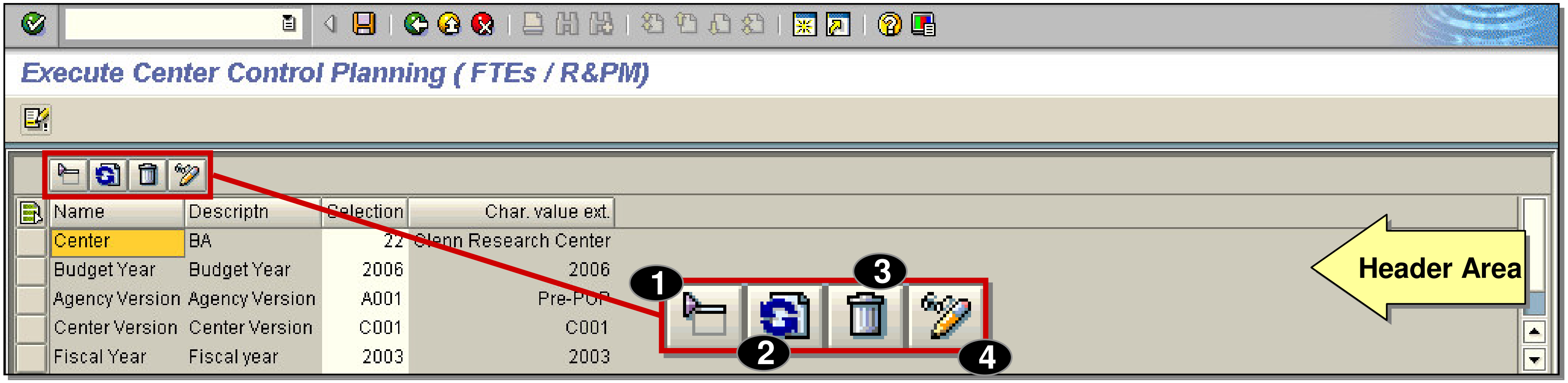
How Do I Log Out?



Regardless of where you are in the system, to log out:

❶ Click the ***Exit*** button.

What Are the Header Area Buttons?



Header Menu Buttons

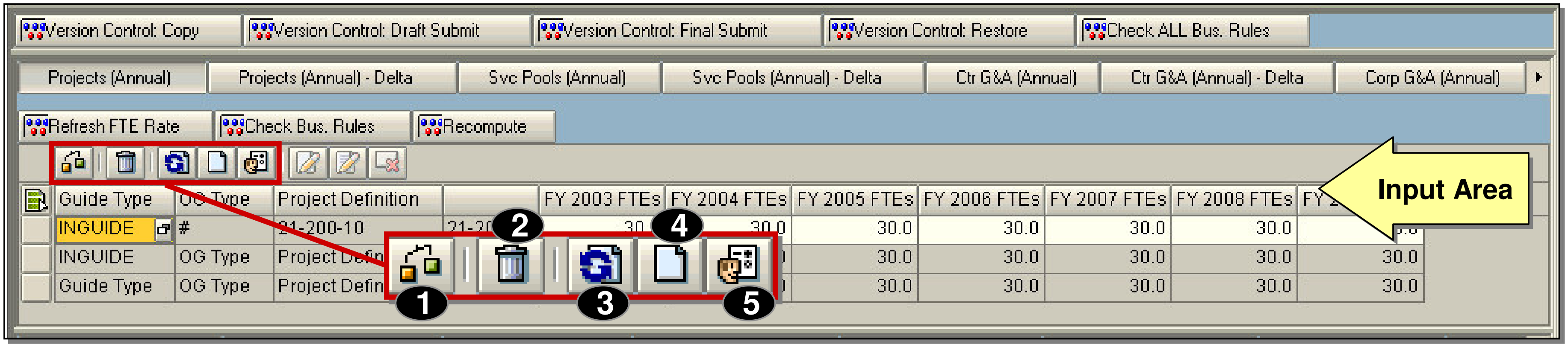
❶ **Hide Variable Values** – Hides the header characteristics leaving the Input and Output Areas.

❷ **Transfer Variables** – Sends the header variables to the database. A user can retrieve data for the corresponding header variables or plan based upon the header data.

❸ **Delete** – Deletes an entire row of Header Characteristics. This functionality should **<u>NOT</u>** be used. 

❹ **Display/Change** – Removes ability to edit the Header Characteristics.

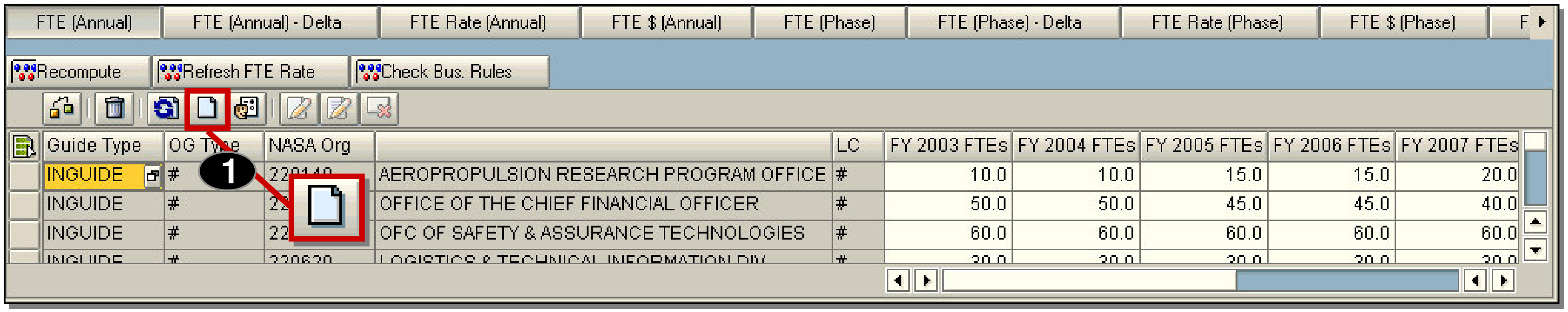
What Are the Input Area Buttons?

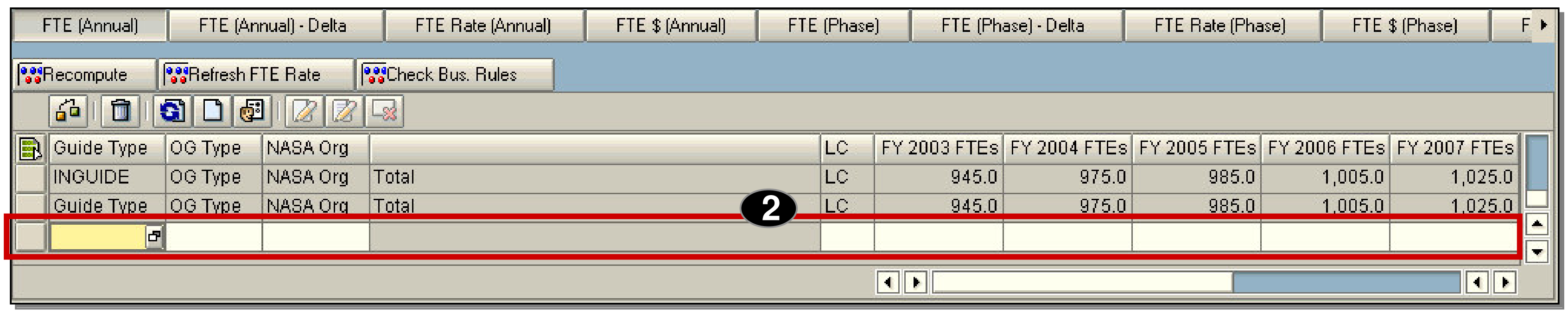


Input Area Menu Buttons

1. **Check** – Checks all of the fields in your planning area.
2. **Delete** – Deletes a row of data.
3. **Sort** – Sends data to the database and creates a total by row in the input area.
4. **Append Row** – Inserts a blank row in the input area for planning.
5. **Lead Column Settings** – Allows the user to indicate what lead columns should be totaled and subtotaled. Preferences can also be set to modify the way data is sorted in the Lead Column.

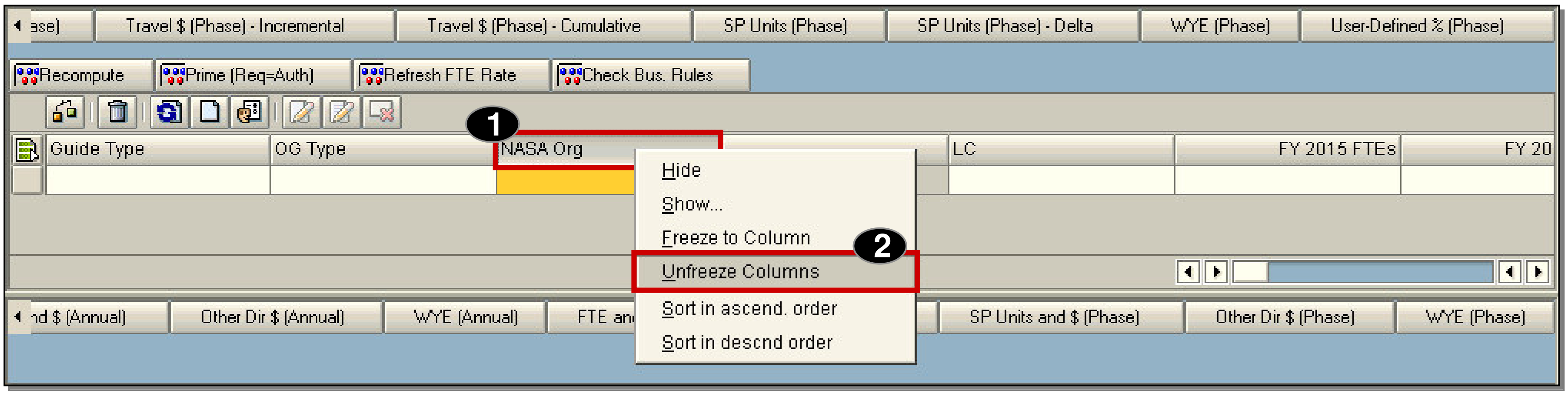
How Do I Add a Row of Data?





1. Click the ***Append Row*** button. A blank row will be added. If data already exists in the input area, the row will the be inserted at the end of the data.
2. Enter data into the row.

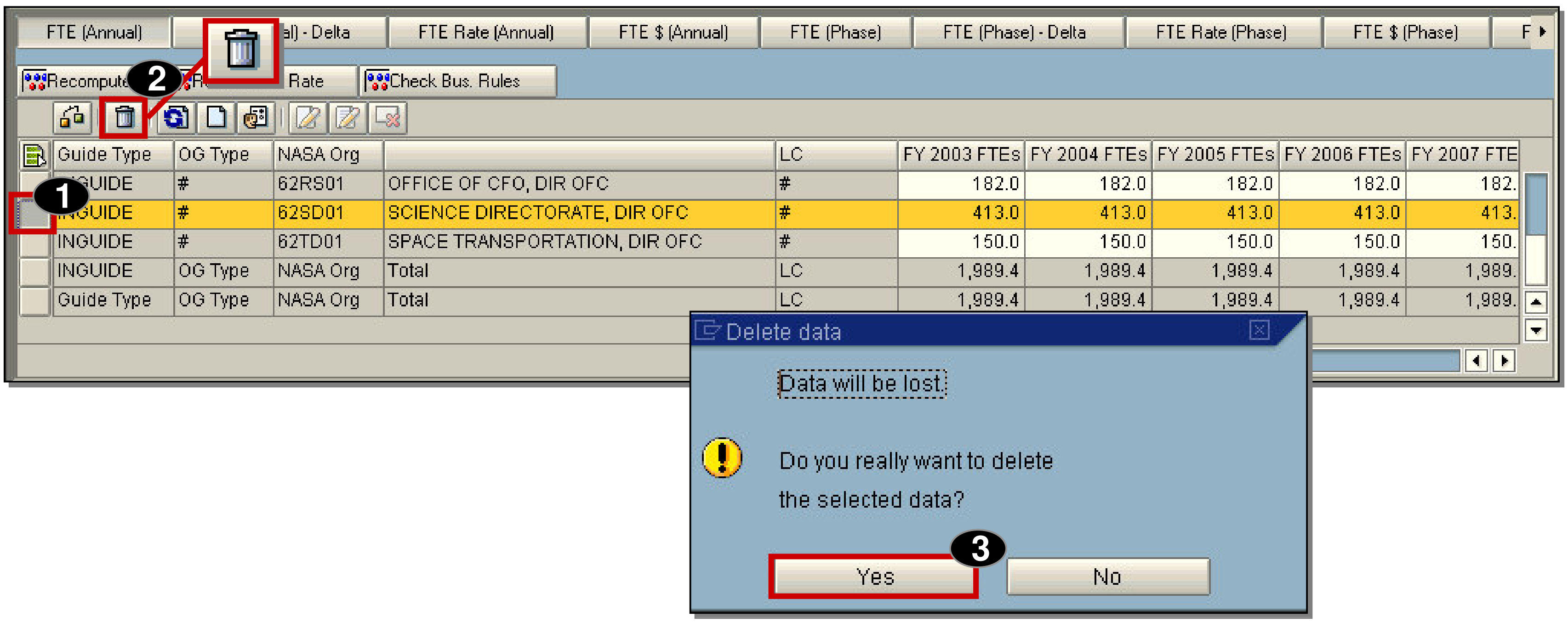
How Do I Scroll Right To See/Enter My Data?



1. Right-click on any column header.
2. Select Unfreeze Columns.

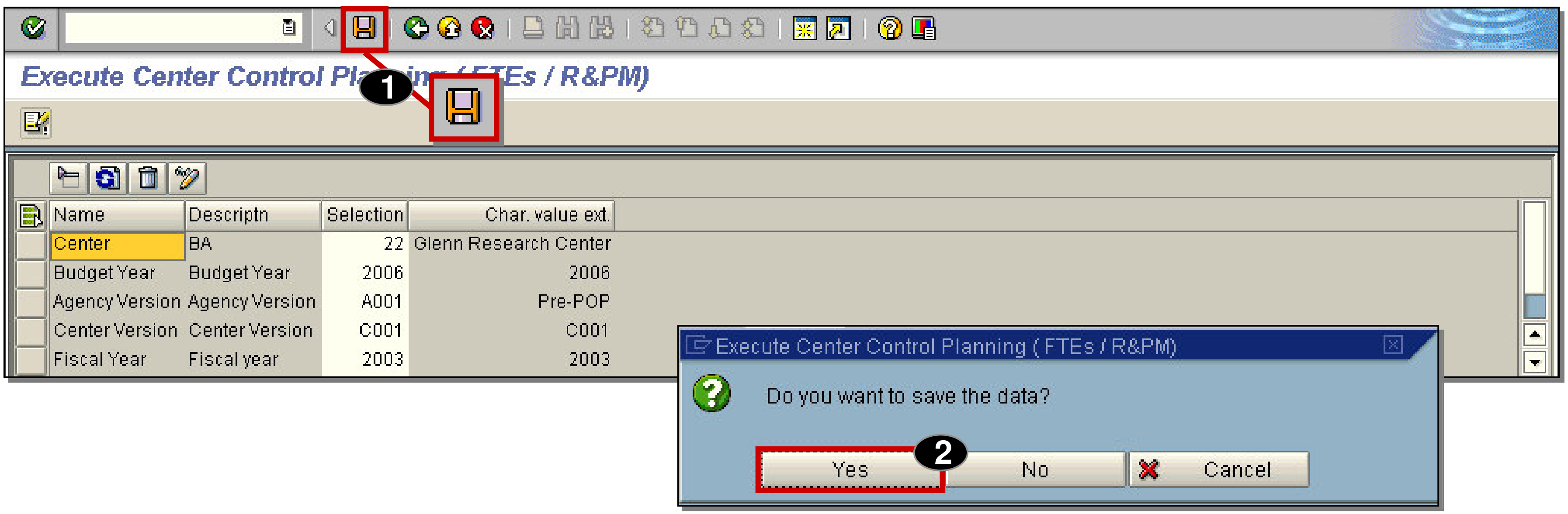
NOTE: Upon entering a row, you need to unfreeze columns. This will allow you to scroll through data to the right of the visible screen.

How Do I Delete a Row of Data?

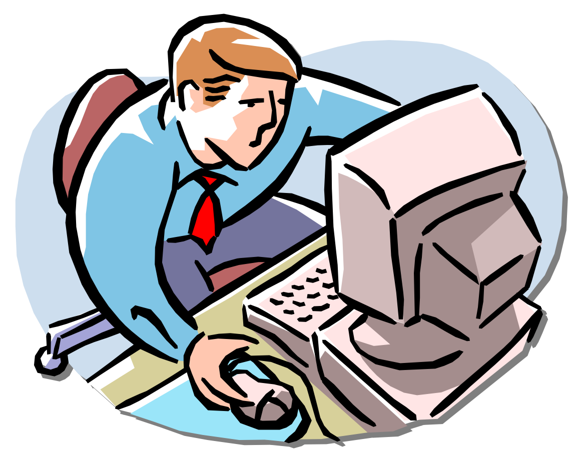


1. Highlight the row of data by clicking the ***empty box*** to the left of the row.
2. Click the ***Delete Row*** button. A message box will confirm that you want to delete the data.
3. Click the ***Yes*** button.

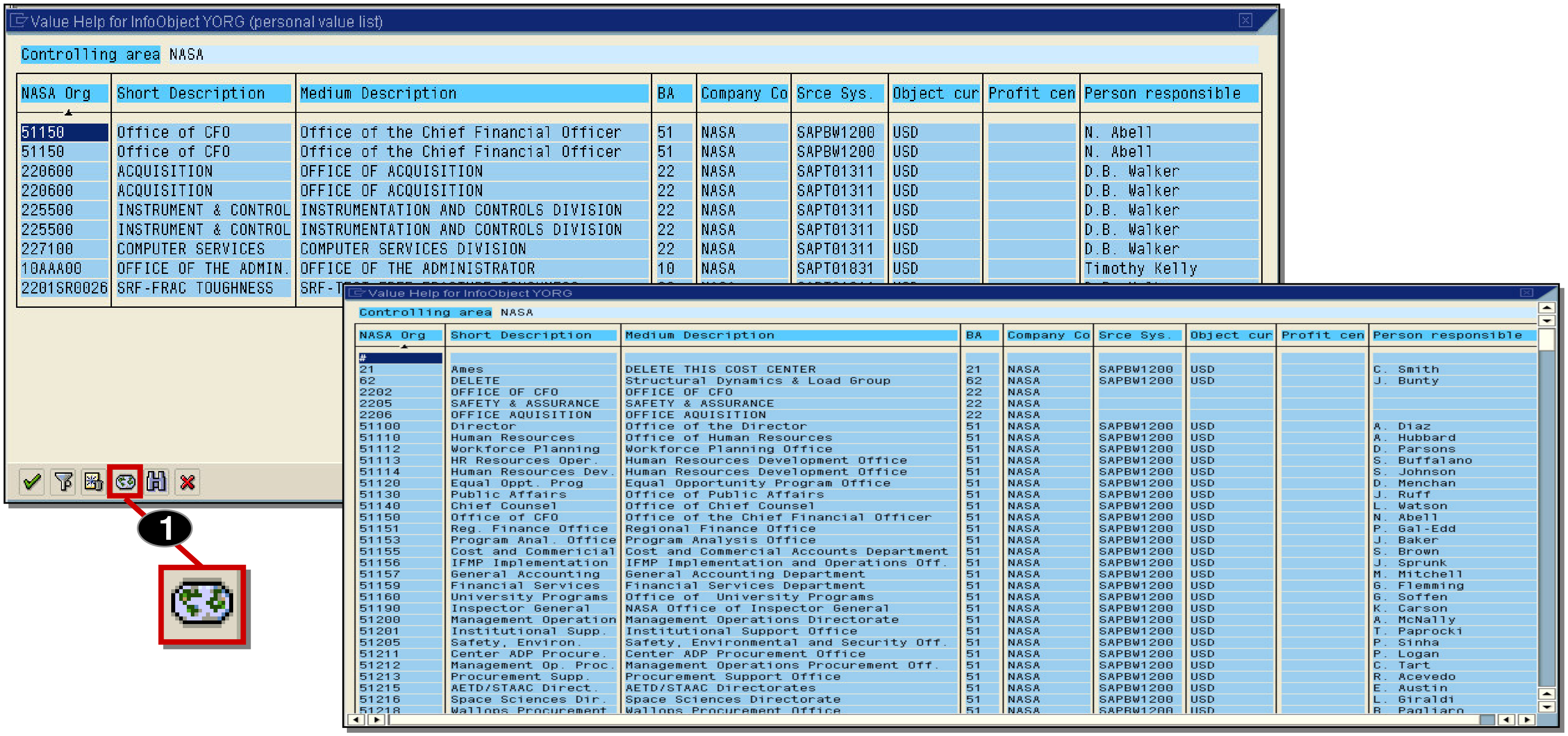
How Do I Save Data?



1. Click the ***Save*** button. A message box will confirm that you want to save the data.
2. Click the ***Yes*** button.

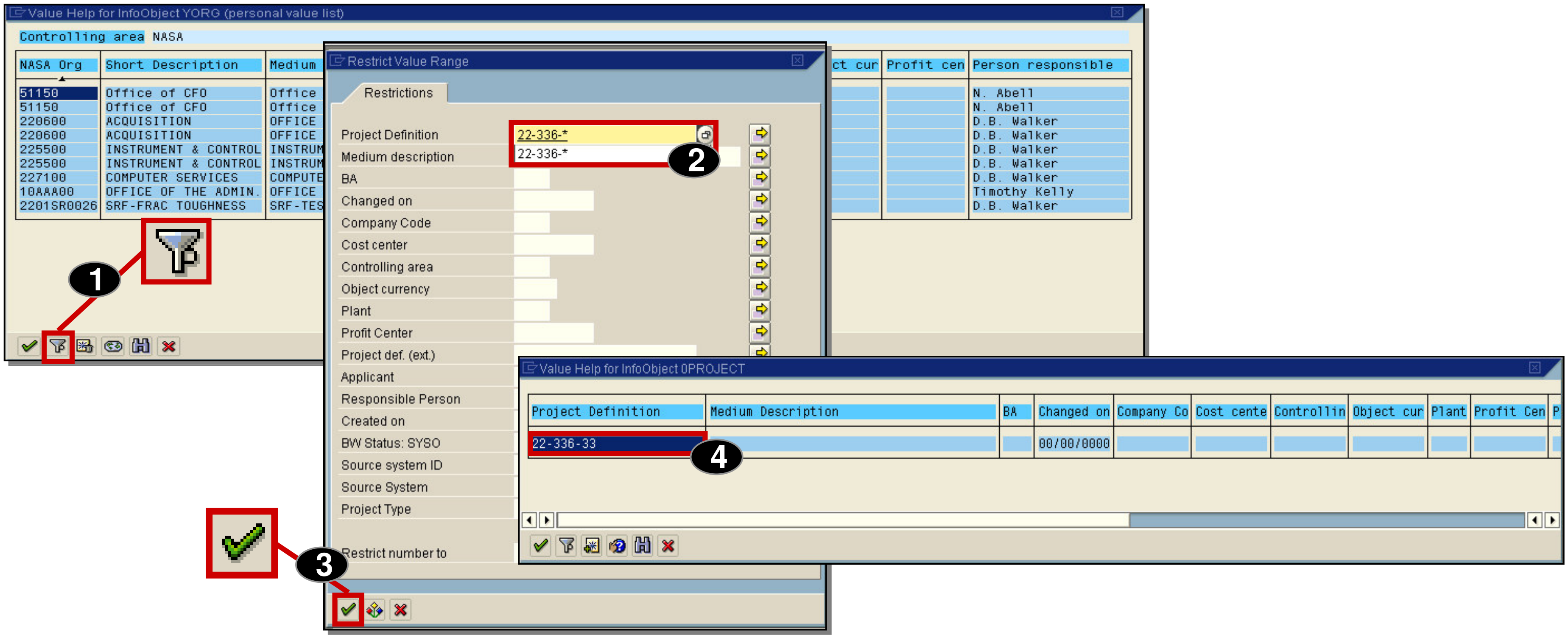


How Do I Obtain a Full List of Values in a Dropdown Box?



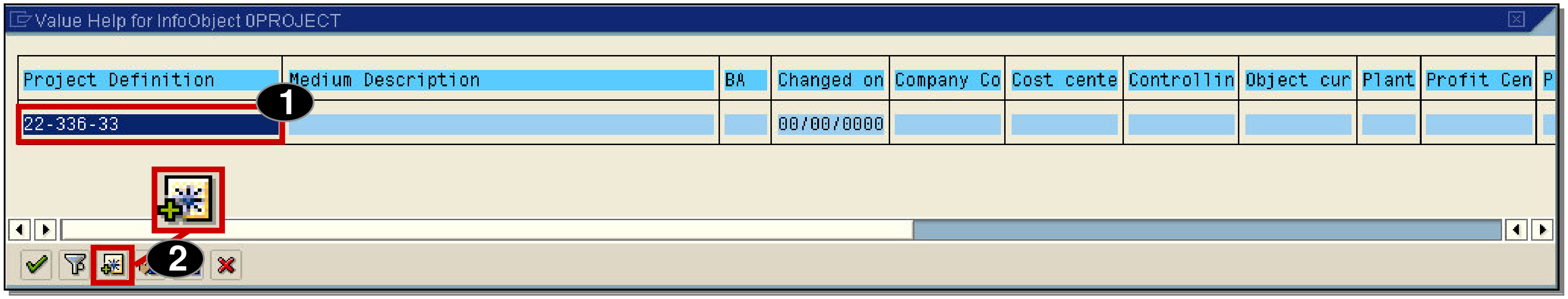
❶ In the dropdown box, click the ***All Values*** button. This will expand the list of available information.

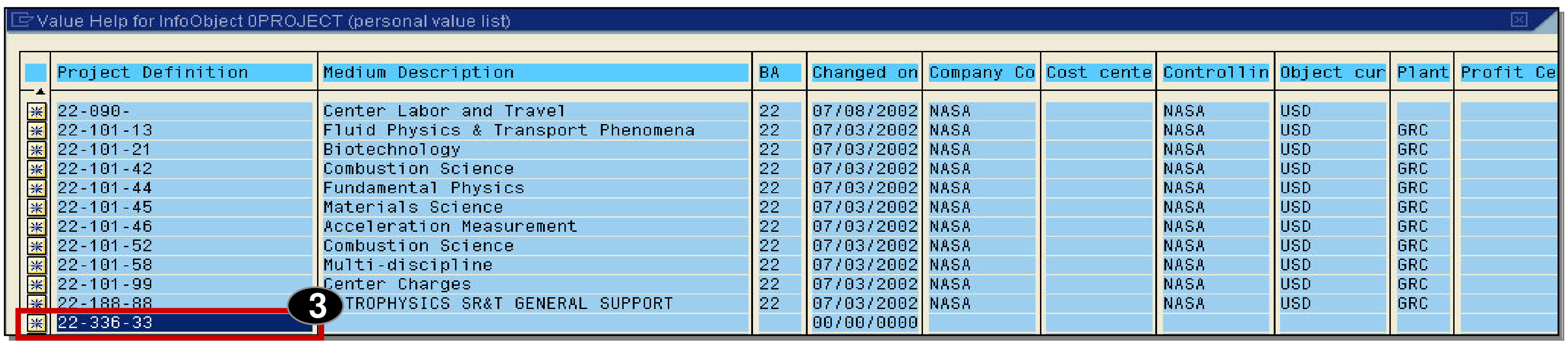
How Do I Filter Information In a Dropdown Box?



1. In the dropdown box, click the ***Filter*** button. A message box will prompt you to enter your filter criteria.
2. Enter your filter criteria.
3. Click the ***Enter*** button.
4. The dropdown box will display the data that meets the criteria you entered.

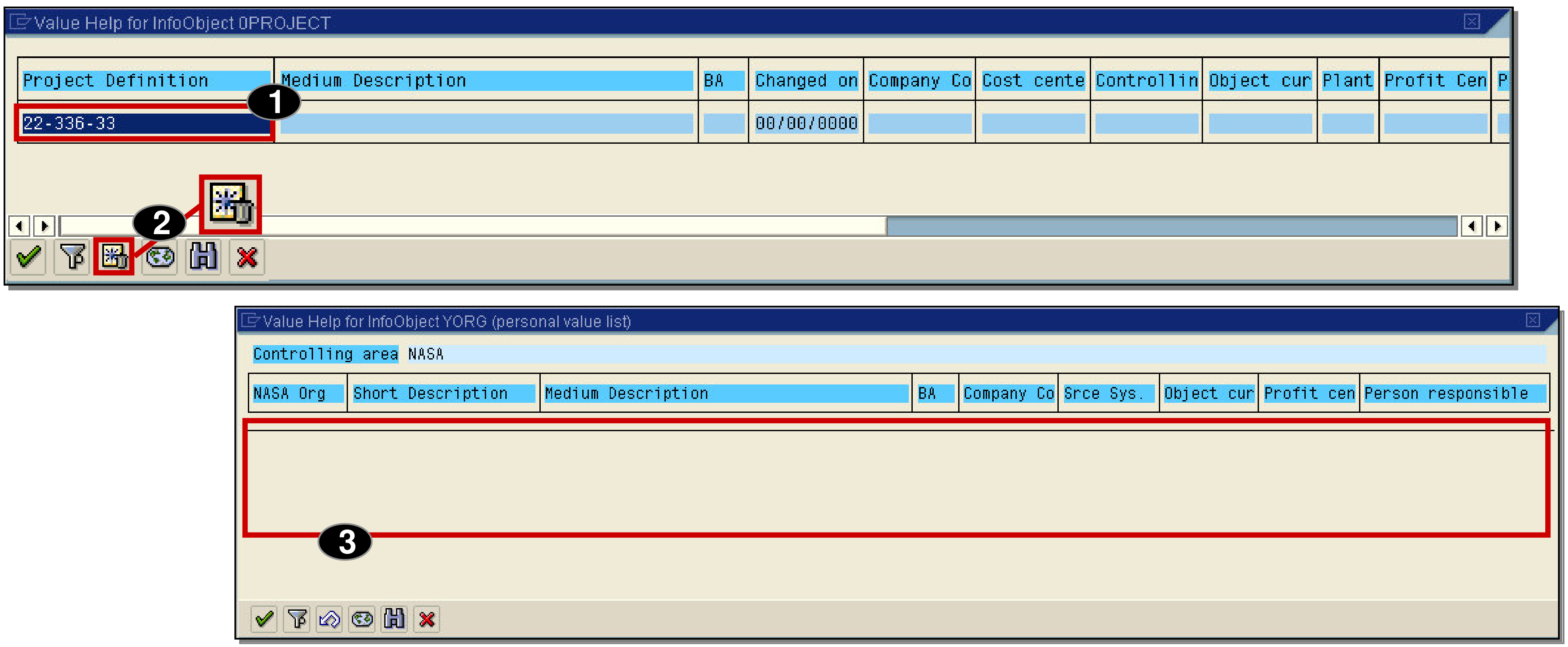
How Do I Create a Personal List?





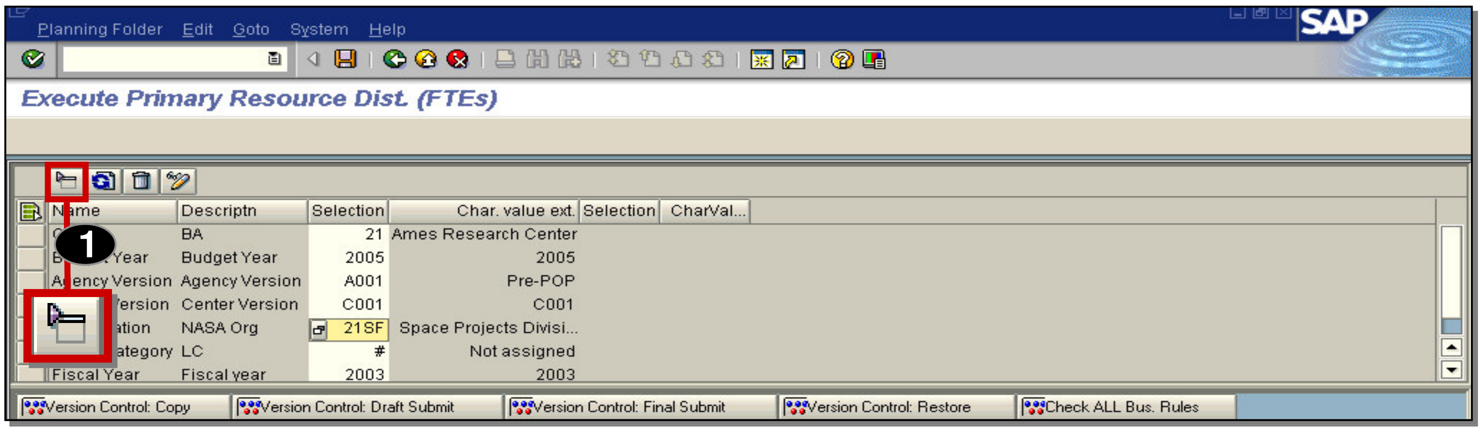
1. Select the data you want to see added to the dropdown box.
2. Click the ***Insert In Personal List*** button.
3. The selected data is added to your dropdown box. Any subsequent entry will display in your personal list.

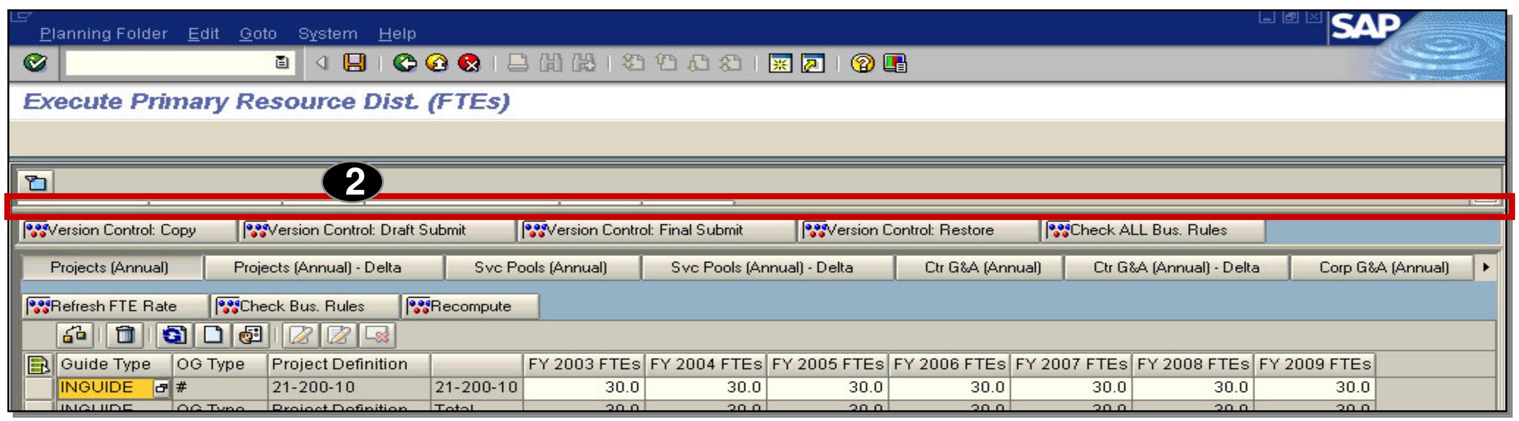
How Do I Delete Information From My Personal List?



1. Select the data you want to delete the dropdown box.
2. Click the ***Delete From Personal List*** button.
3. The selected data is deleted from your dropdown box.

How Do I Hide the Header?

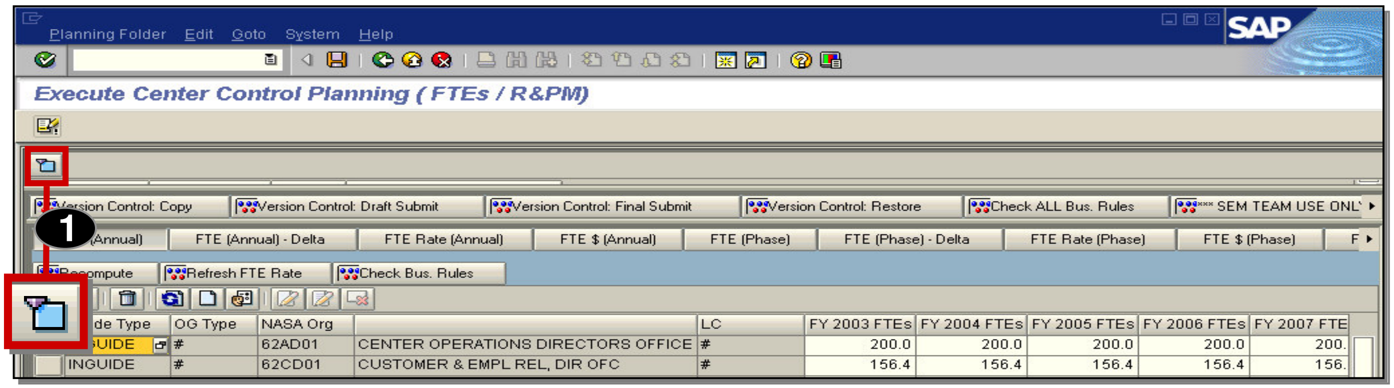


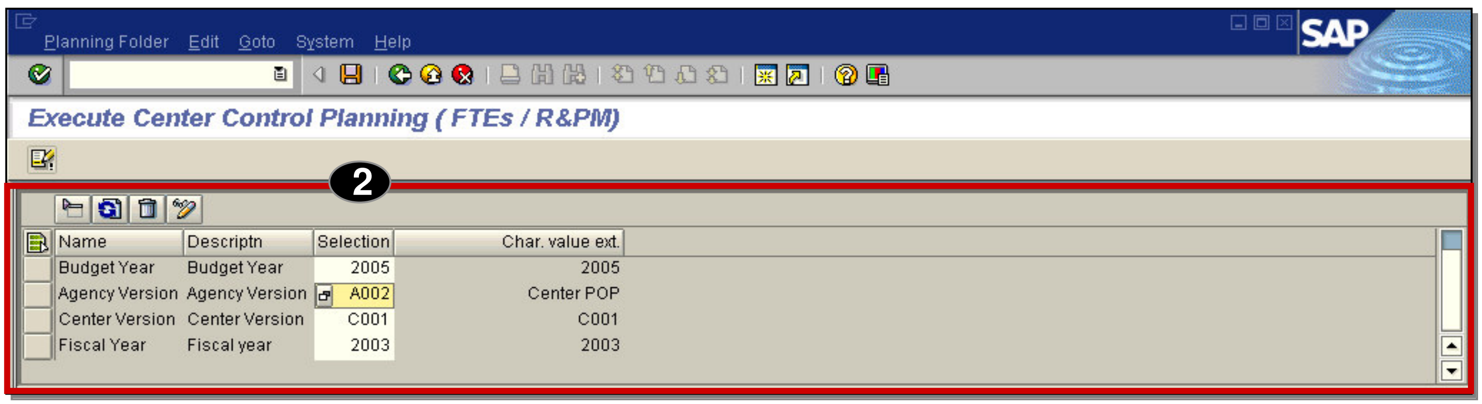


❶ Click the ***Hide Variable Values*** button.

❷ The Header will be hidden, leaving only the Input and Output Areas.

How Do I Display the Header?





1. Click the ***Display Variable Values*** button.
2. The Header will appear, along with the Input and Output Areas.